

DDA 87-1132

10 JUN 1987

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Information Technology  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training and Education  
Special Support Assistant to the DDA  
Chief, Career Management Staff, DA  
Chief, Management Staff, DA

FROM: William F. Donnelly  
Deputy Director for Administration

SUBJECT: Supervisory Training

1. Preparing new supervisors to fulfill their role in the Agency's management process is an important Agency goal. Last December, the Office of Training and Education introduced two new courses: "Managing in CIA" and "Leading People in CIA." Both courses have been well received and together with the new management elective program, the Agency has a promising policy for training new managers.

2. The involvement of Agency supervisors and managers in teaching these management courses, can make them much more effective by inserting line management input into the training. It will also enable the Agency to train new managers within a shorter period of time. Therefore, I am asking each Office Director to identify two managers to assist trainers from the Office of Training and Education (OTE) in running these courses. This would require a commitment of approximately 10 days per year, per manager. Each selected supervisor would observe either "Managing in CIA" or "Leading People in CIA," participate in a one day preparation workshop, and assist an OTE instructor in running two sessions of the course.

3. These supervisors should be carefully selected not only for their managerial abilities, but also for their ability to communicate these skills; and they should also have at least three years of supervisory experience. Those offices that participate most actively in the program will receive precedence in getting their new supervisors trained. Please respond to  Senior Training Officer (DA/STO), by close of business June 26.

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William F. Donnelly

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DDA/STO  (trainlib 1)

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